

**INDIANA DEPARTMENT OF EDUCATION
SUPPLEMENTAL EDUCATIONAL SERVICES**

2006-2007 COMPLIANCE AND ON-SITE MONITORING REPORT

FOR:

MSD Lawrence Township Instructional Cadre

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications		Lesson matches original description	Satisfactory	Criminal Background Checks	
Recruiting Materials		Instruction is clear	Satisfactory	Health/safety laws & regulations	
Academic Program		Time on task is appropriate	Satisfactory	Financial viability	
Progress Reporting		Instructor is appropriately knowledgeable	Satisfactory		
		Student/instructor ratio: 3-2:1	Satisfactory		

ACTION NEEDED: NONE

(As per the on-site monitoring rubric instructions, while monitoring/ observation of SES providers is completed annually, document and compliance analysis is completed every two years. Since MSD Lawrence Township Instructional Cadre's document and compliance analysis was completed during the 2005-2006 school year, only an observation was completed for the 2006-2007 school year).

On-site Monitoring Rubric OBSERVATION Components

NAME OF PROVIDER: MSD Lawrence Township Instructional Cadre
SITE: 7510 E. 53rd Street
TUTOR'S INITIALS (ALL TUTORS OBSERVED): Rms 15, 21, 24, & 43
NUMBER OF LESSONS OBSERVED: 4

DATE: 1-31-07
REVIEWER: ST, MC
TIME OF OBSERVATION: 4:10pm

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a mark of “Satisfactory” (S) or “Unsatisfactory” (U) for each component. Providers receiving a “U” in any component may be required to address deficiencies within 7 calendar days of receiving their final report. Failure to address deficiencies may result in removal from the state approved list.

COMPONENT	S	U	REVIEWER COMMENTS
Lesson matches original description in provider application	S		Students were divided by grade level and worked in small groups with tutors. Tutors provided instructions for lessons and then guided students in practice activities. Student practice activities in math included daily math review exercises on monetary units and time, math worksheets on odd/even numbers, place value, and problem solving, pre-algebra exercises, and a fractions activity with cut outs from construction paper. Practice activities in reading included read aloud time and reading comprehension exercises. Observed lessons match original description in provider application.
Instruction is clear	S		Tutors provided clear directions that students were able to understand. Tutors provided appropriate direct support to students who needed more detailed explanations and guidance. Tutors were able to appropriately clarify instructions and adequately address questions posed by their students.
Time on task is appropriate	S		Students generally stayed on task. Tutors were able to redirect any off task students appropriately.
Instructor is appropriately knowledgeable	S		Tutors provided good feedback to students when student responses were incorrect and appropriately coached them until they were able to correct their mistakes. Tutors effectively used concrete examples and demonstrations to explain concepts to students particularly when students needed additional assistance.
Student/instructor ratio: <u>3-2:1</u>	S		Application notes that the ratio will be 4:1 and that instruction will be individual or in small groups. A 3-2:1 ratio and small group instruction were observed.